



**Health Services**  
LOS ANGELES COUNTY

**Los Angeles County  
Board of Supervisors**

**Gloria Molina**  
First District

**Mark Ridley-Thomas**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

**John F. Schunhoff, Ph.D.**  
Interim Director

**Robert G. Splawn, M.D.**  
Interim Chief Medical Officer

313 N. Figueroa Street, Suite 912  
Los Angeles, CA 90012

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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

*To improve health  
through leadership,  
service and education*



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May 12, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO EXTEND AGREEMENTS WITH THREE COLLEGES  
FOR NURSING TUTORING AND MENTORING PROGRAMS  
(SUPERVISORIAL DISTRICTS 1, 2 and 5)  
(3 VOTES )**

**SUBJECT:**

Request approval to extend Nursing Tutoring and Mentoring Agreements with East Los Angeles College, Glendale Community College, and Los Angeles Valley College.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Interim Director of Health Services, or his designee, to execute Amendment No. 3 to Agreements No. H-300470 with Glendale Community College (GCC) and H-300469 with Los Angeles Valley College (LAVC), for the provision of tutoring and mentoring programs for nursing students, to extend the term of each Agreement for two years, effective July 1, 2009 through June 30, 2011, and increase the maximum obligation by \$183,605, for a revised total maximum obligation of \$734,420 for the contract term for GCC and increase the maximum obligation by \$189,963, for a revised total maximum obligation of \$759,852 for the contract term for LAVC.
2. Authorize the Interim Director, or his designee, to execute Amendment No. 5 to Agreement No. H-210896 with East Los Angeles College (ELAC), for the provision of a tutoring and mentoring program for nursing students, to extend the Agreement term for two years, effective August 1, 2009 through July 31, 2011, and increase the maximum obligation by \$245,000, for a revised total maximum obligation of \$1,470,000 for the contract term for ELAC .

3. Delegate authority to the Interim Director, or his designee, to extend the Tutoring and Mentoring Agreements with GCC, LAVC, and ELAC, as well as Agreement No. H-703497 with El Camino College-Compton Community Education Center (ECC-CCEC) for up to two additional years after their expiration dates, subject to review and approval by County Counsel, the Chief Executive Office, and notification to your Board.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the first and second recommendations will allow the Interim Director to sign amendments with GCC, LAVC, and ELAC, substantially similar to Exhibits I, II, and III, to extend each Agreement term for two years to continue the provision of tutoring and mentoring programs for nursing students. The current Agreements with GCC and LAVC expire on June 30, 2009 and ELAC expires on July 31, 2009. Approval of the third recommendation will enable the Department of Health Services (DHS) to extend the three Agreements as well as a fourth Agreement with ECC-CCEC. The current Agreement with ECC-CCEC expires on June 30, 2010.

An ongoing shortage of nurses in the County health system has been exacerbated by California State law which mandates that health care facilities meet certain Registered Nurse (RN) to patient staffing ratios. Tutoring and Mentoring programs, established to assist students enrolled in qualified RN programs at local colleges, are increasing the number of RN candidates available for possible County employment. The Office of Nursing Affairs is responsible for coordinating and monitoring the Tutoring and Mentoring Program. The success rate of these programs has resulted in: an increase in hiring of RNs for DHS facilities and a decreased "drop-out" rate among students enrolled in the program. DHS submits quarterly Nursing Strategic Plan Recruitment and Retention updates to your Board. In the last two quarters of FY 2008-09, a total of 42 students from the three colleges were hired by DHS, 29 graduates were hired as RN-interim permittees and 13 nursing students were hired as student nurse workers. The colleges, have no funds to support the cost of tutoring and mentoring programs for their students. Therefore, DHS intends to continue funding these valuable programs.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 4, Health and Mental Health of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The recommended amendments will result in the following changes to the maximum contract obligation:

	<b><u>Two-Year Extension Term</u></b>			<b><u>Revised Contract Maximum Obligation</u></b>
	<b><u>FY 09/10</u></b>	<b><u>FY 10/11</u></b>	<b><u>Total</u></b>	<b><u>(Various start dates)</u></b>
<b>GCC</b>	\$ 89,924	\$ 93,681	\$183,605	\$ 734,420 (FYs 03/04-10/11)
<b>LAVC</b>	\$ 96,130	\$ 93,833	\$189,963	\$ 759,852 (FYs 03/04-10/11)
<b>ELAC</b>	\$117,000	\$128,000	\$245,000	\$ 1,470,000 (FYs 99/00-10/11)

Funding is included in the DHS' 2009-10 Proposed Budget and will be requested in future fiscal years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Tutoring and Mentoring Program for nursing students includes clinical support services, lectures in medicine and surgery, and mental health, as outlined in the College of Nursing curriculum. The program provides for additional training in an academic and clinical setting for nursing students. The program also prepares students to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) necessary for successful graduates to apply for entry level RN I positions at DHS facilities.

In March 2002, your Board instructed DHS to establish a Tutoring and Mentoring Program similar to the ELAC Training Program approved by your Board in 1999 in an effort to address overall nursing shortages in the County system. On July 29, 2003, your Board approved two new Agreements with GCC and LAVC, effective date of Board approval through June 30, 2005. Most recently, on June 12, 2007, your Board approved amendments extending the Agreements with GCC and LAVC through June 30, 2009, and with ELAC through July 31, 2009.

On September 16, 2008, your Board approved a new Tutoring and Mentoring Program Agreement for nursing students at ECC-CCEC in a continuing effort to address the overall nursing shortage in the County system.

County Counsel has reviewed and approved Exhibits I, II and III as to form.

**CONTRACTING PROCESS**

Not Applicable.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Board approval of the recommended actions will ensure the continued provision of tutoring and mentoring programs that will generate qualified nursing staff for consideration of employment at County facilities.

**CONCLUSION**

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,



John F. Schunhoff, Ph.D.  
Interim Director

JFS:ev

**Attachments (3)**

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors,

Tutoring & Mentoring BL



DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 3

THIS AMENDMENT is made and entered into this \_\_\_\_ day  
of \_\_\_\_\_, 2009

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

GLENDALE COMMUNITY  
COLLEGE (hereafter  
"Contractor")

WHEREAS reference is made to that certain document entitled  
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT", dated  
July 29, 2003, and further identified as County Agreement No.  
H-300470, between the County and GLENDALE COMMUNITY COLLEGE, and  
any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to extend the term and to make other hereinafter  
designated changes; and

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective on July 1, 2009.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

"1. TERM AND TERMINATION:

A. The term of this Agreement shall commence effective July 29, 2003 and shall continue in full force and effect, unless sooner canceled or terminated as provided herein, to and including June 30, 2011."

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

"4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, and A-3, attached hereto and incorporated herein by reference."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY: Effective July 29, 2003 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

During the period July 1, 2005 through July 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three

Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2009 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, and A-3 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, and B-8, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-7 and B-8 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their

request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be revised as follows:

"6. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of Eighty-Nine Thousand, Nine Hundred Twenty-Four Dollars (\$89,924) will be made on or about July 1, 2009. The second payment of One Ninety-Three Thousand, Six Hundred Eighty-One Dollars (\$93,681) will be made on or about July 1, 2010."

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

"10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, and A-3.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, and VIII."

7. Exhibits A-3, B-7, and B-8, and Attachments VII and VIII shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
John F. Schunhoff, Ph.D.  
Interim Director of Health Services

\_\_\_\_\_  
GLENDALE COMMUNITY COLLEGE  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION

DEPARTMENT OF HEALTH SERVICES  
CONTRACTS AND GRANTS DIVISION

AMENDGCC.ev:3/11/09

EXHIBIT A-3

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

CONTRACTOR SERVICES

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide Glendale Community College (hereafter "GCC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and

licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VI and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

## 2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Fall 2009 Semester July 2009-December 2009	3/15/10
Winter 2010 semester January 2010-February 2010	4/15/10
Spring 2010 February 2010-June 2010	7/15/10
Summer 2010 June 2010-August 2010	10/15/10
Fall 2010 September 2010-December 2010	3/15/11



Winter 2011  
January 2011-February 2011

4/15/11

Spring 2011  
February 2011-June 2011

7/15/11

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the GCC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by the Department of Health Services (DHS) and the status report of job placement of nursing graduates post one- year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-5 and B-6, and is to include the name and position title of personnel, including new staff hired within the quarter. The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

### 3. PROGRAM ELIBIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at

GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five(75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

#### 4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

#### 5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and

implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment I-VI and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-3 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. Teaching Assistant(s)/Student Tutor(s): Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist

students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

**Glendale Community College  
Proposed DHS Tutor/Mentor Budget  
FY 2009/2010**

Fall Semester - September - D	Dec	2009	Winter Intersession - Jan -	Feb-10	Spring Semester - Feb -	Jun-10	Summer Session - July - Au	Aug-10			
Nursing Workshop/Advisement	1450	7,605	Faculty	1316	1,280	Nursing Workshop/Advisement	1450	7,605	Faculty	1315	6,173
Study Workshops	1310	3,925	Nursing Workshops/Advisements	1456	3,235	Student Workshops	1310	4,024	Workshops/Advisement	1455	3,555
Nursing Lab Staff	2380	7,680	Benefits	3000	1,175	Nursing Lab Staff	2380	7,680	Staff for Nursing Lab	2380	1,440
Extra Help clerk	2110	3,000	Student tutors	5110	198	Extra Help clerks	2110	3,000	Benefits	3000	2,185
Benefits	3000	4,440	Staff for Nursing Lab	2380	1,287	Benefits	3000	4,459	Student Tutors	5110	198
Supplies	4300	350			Supplies	4300	350				
Student Tutors	5110	968			Student Tutors	5110	968				
New Student Testing	5690	6,848			New Student Testing	5690	6,296				
Total Fall Semester		<u>\$34,816</u>	Total Winter 2007		<u>\$7,175</u>	Total Spring Semester		<u>\$34,382</u>	Total Summer		<u>\$13,551</u>
									Grand Total		<u>\$ 89,924</u>

**Glendale Community College  
Proposed DHS Tutor/Mentor Budget  
FY 2010 2011**

Fall Semester - Sept - Dec c 2010			Winter Intersession - Jan - Feb 2011			Spring Semester - Feb - June 2011			Summer Session - July - Aug : 2011		
Nursing Workshop/Advisement	1450	9,604	Faculty	1316	1,280	Nursing Workshop/Advisement	1450	8,605	Faculty	1315	6,173
Study Workshops	1310	4,925	Nursing Workshops/Advisements	1456	3,235	Student Workshops	1310	4,024	Workshops/Advisement	1455	3,313
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Student Tutors	5110	968				Student Tutors	5110	968			
New Student Testing	5690	6,848				New Student Testing	5690	6,296			
<b>Total Fall Semester</b>			<b>Total Winter 2007</b>			<b>Total Spring Semester</b>			<b>Total Summer</b>		

Glendale Community College

Health Sciences Division

Nursing Department

DHS Tutor Grant: Funded Supplemental Curriculum

July 1, 2009 through June 30, 2011

1. Funded tutoring for:

a. Pharmacology For Nursing

This course introduces the nursing student to the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics as well as legal and ethical issues related to medication and administration.

b. Medical Surgical Nursing II

This course continues the study of the adult with unmet needs resulting from health problems. The course addresses the needs of patients across the adult life span whose health care needs require more complex interventions and skills using the nursing process.

c. Psychiatric Nursing

This course focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress.

d. Clinical Enrichment

This clinical course provides the currently-enrolled or returning nursing student with additional supervised clinical experience in the acute hospital setting. This course is provided during winter and summer sessions outside the normal curriculum.

2. Funded Services

a. Nurse Advisor

The Nurse Advisor shall

- a) Serve as Program Coordinator
- b) Select and supervise Program faculty, student tutors and student workers

- c) Develop, schedule , and implement mini-
- d) lectures/workshops/seminars during the school year including summer and winter sessions
  
- e) Identify and track students who fit within the criteria of the Program
- f) Identify and provide learning activities for the ongoing retention of students
- g) Document all program activities including but not limited to the Program evaluations and the program status reports and expenditure reports
- h) Collaborate with the nursing counselors in identifying pre-nursing students and recommending support courses to encourage success in overall Nursing Program
- i) Function as liaison between the Program and the faculty
- j) Assist in identifying for students interested in County employment the recruitment process

b. NRL Nurse Associates

Registered Nurses assist students in the Nursing Resource Lab, providing nursing expertise for skills practice, serving as an information resource, maintaining records, and modeling professional nursing behaviors.

3. Supplies

Supplies used directly by students within the NRL to help meet their learning needs outside of the classroom/clinical setting

4. NCLEX Review

Faculty-tutored seminars presented to graduate students to prepare them for taking the licensing exam.

5. HESI exams

These mid curricular exams consist of 50 scored test items and 5 pilot items, and are designed to measure the student's ability to apply concepts related to specific clinical nursing content area.



## Attachment VII

These program exit exams are comprehensive practice exams that consist of 150 (RN) or 100 (PN) scored test items and 10 pilot items. Question formats and the exam blueprint match those in the latest NCLEX test plan



Attachment VIII



LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES

Nurse Recruiter List

**OFFICE OF NURSING AFFAIRS**

Vivian Branchick, RN – Chief Nursing Officer –  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gibanez@dhs.lacounty.gov](mailto:gibanez@dhs.lacounty.gov)  
Vacant- Assistant Nursing Director/  
Debi Popkins Farris, RN - Assistant Nursing Director/ [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov)  
313 North Figueroa, Room 904  
Los Angeles, CA 90012  
(213) 240-7702 / Fax# (213) 482-9421

**HARBOR-UCLA MEDICAL CENTER**

Susan Coover, RN. - Nurse Recruiter  
1000 West Carson Street, Main Unit-Room 1L2  
Torrance, CA 90509  
(310) 222-2512/ Fax: (310) 787-0065/ [scoover@dhs.lacounty.gov](mailto:scoover@dhs.lacounty.gov)

**HIGH DESERT HEALTH SYSTEMS**

Mary Lang, RN. – Nurse Recruiter  
44900 N. 60<sup>th</sup> Street West, Nursing Administration  
Lancaster, CA 93536  
(661) 945-8585/ Fax : (661) 940-3550/ [mlang@dhs.lacounty.gov](mailto:mlang@dhs.lacounty.gov)

**LAC+USC HEALTHCARE NETWORK**

Esperanza Perez, RN. – Nurse Recruiter  
1200 N. State Street, Room 1822  
Los Angeles, CA 90033  
(323) 226-4664/ Fax: (323) 226-2781/[esperez@dhs.lacounty.gov](mailto:esperez@dhs.lacounty.gov)

**MARTIN LUTHER KING, JR. / MULTI-SERVICE AMBULATORY CARE CENTER**

Katherine Cho, RN. - Nurse Recruiter  
12021 South Wilmington Avenue, Room, 5C21  
Los Angeles, CA 90059  
(310) 668-3626/ Fax# (310) 668-5232/ [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Rindy Stewart, RN. - Nurse Recruiter  
7601 E. Imperial Highway, Harriman Bldg., Rm. 156  
Downey, CA 90242  
(562) 401-7912/ Fax# (562) 803-6231/ [rlstewart@dhs.lacounty.gov](mailto:rlstewart@dhs.lacounty.gov)

**VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER**

Linda Kim-Fung, RN. – Nurse Recruiter  
14445 Olive View Drive, Nursing Education Center, Suite 212  
Sylmar, CA 91342  
(818) 364-3317/ Fax# (818) 364-3326/ [lkimfung@dhs.lacounty.gov](mailto:lkimfung@dhs.lacounty.gov)

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 3

THIS AMENDMENT is made and entered into this \_\_\_\_ day  
of \_\_\_\_\_, 2009

by and between

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(hereafter "County"),

and

LOS ANGELES VALLEY COLLEGE  
(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled  
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29, 2003, and further identified as County Agreement No.  
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any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend  
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WHEREAS, said Agreement provides that changes may be made in  
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A. The term of this Agreement shall commence July 29, 2003 and shall continue in full force and effect, unless sooner canceled or terminated as provided herein, to and including, June 30, 2011."

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

"4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, and A-3, attached hereto and incorporated herein by reference."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY: Effective July 29, 2003 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

During the period July 1, 2005 through July 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine

Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2009 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, and A-3 for the program costs described in Exhibits B-1,

B-2, B-3, B-4, B-5, B-6, B-7, and B-8, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-7 and B-8 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be revised as follows:

"6. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of Ninety-Six Thousand, One Hundred Thirty Dollars (\$96,130) will be made on or about September 1, 2009. The second payment of Ninety-Three Thousand, Eight Hundred Thirty-Three Dollars (\$93,833) will be made on or about September 1, 2010."

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

"10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail,

and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

A. Exhibits A, A-1, A-2, and A-3.

B. Exhibits B-1 and B-2, B-3, B-4, B-5, B-6, B-7, B-8, C, D, E, and F.

C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, and X."

7. Exhibits A-3, B-7, and B-8, and Attachments IX and X shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
John F. Schunhoff, Ph.D.  
Interim Director of Health Services

\_\_\_\_\_  
LOS ANGELES VALLEY COLLEGE  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION

DEPARTMENT OF HEALTH SERVICES  
CONTRACTS AND GRANTS DIVISION

AMENDLAVC.ev:3/12/09



EXHIBIT A-3

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

CONTRACTOR SERVICES

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide Los Angeles Valley College (hereafter "LAVC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the LAVC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County

in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VIII and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs thirty days (30) in advance(hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Fall 2009 Semester September 2009-December 2009	1/19/10
Winter 2009 Semester December 2009-January 2010	3/09/10
Spring 2010 January 2010-June 2010	07/10/10
Summer 2010 June 2010-August2010	9/30/10
Fall 2010 August 2010-December 2010	1/18/11
Winter Semester 2010	

December 2010-January 2011

3/17/11

Spring Semester 2011

January 2011-May 2011

7/06/11

Summer Semester 2011

June 2011-August 2011

10/5/11

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the LAVC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by the Department of Health Services (DHS) and the status report of job placement of nursing graduates post one- year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-7 and B-8, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

### 3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at

LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five(75) percent on any nursing course examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

#### 4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

#### 5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the

school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment I-VIII. and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-3 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. Teaching Assistant(s)/Student Tutor(s): Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist

students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

**Los Angeles Valley College  
County of Los Angeles-Department of Health Services  
Tutor Mentor Grant Program**

Exhibit B-7

Fall 2009/ July 1, 2009- June 30, 2010			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	120	\$63.29	\$7,594.80
NCLEX Prep Course 60 hrs	Benefits	9.70%	\$736.70
Supplemental Clinical 60 hrs			
<b>College Support Services</b>	300	\$11.04	\$3,312.00
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	10	\$63.29	\$632.90
Individualized/ Group Remediation	Benefits	9.70%	\$61.39
<b>TOTAL 2009 ACADEMIC FALL SEMESTER</b>			<b>\$23,446.45</b>
Winter Intersession 2009			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.70%	\$368.35
<b>Directed Study in Nursing 3</b>	30	\$63.29	\$1,898.70
Skills Lab Seminars 5hrs/week X 6 weeks	Benefits	9.70%	\$184.17
<b>College Support Services</b>	120	\$11.04	\$1,324.80
Students Worker 15 hrs/ week X 6 weeks		No Benefits	
Student Tutors 5/hrs/ week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	8	\$63.29	\$506.32
Individualized/ Group Remediation	Benefits	9.70%	\$49.11
<b>TOTAL 2009/2010 WINTER BREAK</b>			<b>\$8,128.85</b>
Spring 2010			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	120	\$63.29	\$7,594.80
NCLEX Prep Course 60 hrs	Benefits	9.70%	\$736.70
Supplemental Clinical 60 hrs			
<b>College Support Services</b>	300	\$11.04	\$3,312.00
Student Worker 15 hrs/ week X 16 weeks		No Benefits	

**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutor Mentor Grant Program**

Exhibit B-7

Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	10	\$63.29	\$632.90
Individualized/ Group Remediation	Benefits	9.70%	\$61.39
<b>TOTAL 2010 SPRING SEMESTER</b>			<b>\$23,446.45</b>
<b>Summer 2010</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.70%	\$859.48
Learning Skills Workshop/Faculty Instructor	70	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/ week	Benefits	9.70%	\$429.74
<b>College Support Services</b>	240	\$11.04	\$2,649.60
Students Worker 15 hrs/ week X 14 weeks		No Benefits	
Student Tutors 5/hrs/ week X 6 weeks			
<b>Learning Skills Workshop/Faculty Instructor</b>	10	\$63.29	\$632.90
Individualized/ Group Remediation	Benefits	9.70%	\$61.39
<b>TOTAL 2010 SUMMER SEMESTER</b>			<b>\$17,924.01</b>
<b>TOTAL PERSONNEL 2009/2010 FISCAL YEAR</b>			<b>\$72,945.76</b>
<b>FALL 2009/SPRING 2010/NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Instructional Material FALL 2009		Testing & Assessment (\$65/170 students)	\$11,050.00
Supplies		Med Supplies	\$542.00
<b>TOTAL 2009 FALL SEMESTER</b>			<b>\$11,592.00</b>
Instructional Material SPRING 2010		Testing & Assessment (\$65/200 students)	\$11,050.00
Supplies		Med Supplies	\$542.24
<b>TOTAL 2010 SPRING SEMESTER</b>			<b>\$11,592.24</b>
<b>TOTAL 2009/2010 FISCAL YEAR NON-PERSONNEL</b>			<b>\$23,184.24</b>
<b>TOTAL PERSONNEL 2009-2010 FISCAL YEAR</b>			<b>\$96,130.00</b>

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**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutor Mentor Grant Program**

Exhibit B-8

Fall Session/July 1, 2010 to June 30, 2011			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing</b>	120	\$63.29	\$7,594.80
NCLEX Prep Course 60 hrs	Benefits	9.70%	\$736.70
Supplemental Clinical 60 hrs			
<b>College Support Services</b>	280	\$11.04	\$3,091.20
Student Worker 15 hrs/ week X 16 weeks		No Benefits	
Student Tutor 40 hours			
<b>TOTAL 2010 ACADEMIC FALL SEMESTER</b>			<b>\$22,531.36</b>
Winter Intersession 2010			
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	60	\$63.29	\$3,797.40
10 hours x 6 weeks	Benefits	9.70%	\$368.35
<b>Directed Study in Nursing</b>	30	\$63.29	\$1,898.70
Skills Lab Seminars 5hrs/week X 6 weeks	Benefits	9.70%	\$184.17
<b>College Support Services</b>	110	\$11.04	\$1,214.40
Student Worker 15hrs/ week X 6 weeks		No Benefits	
Student Tutors 20 hrs			
<b>Learning Skills Workshop/Faculty Instructor</b>	6	\$63.29	\$379.74
Individualized/ Group Remediation	Benefits	9.70%	\$36.83
<b>TOTAL 2010/2011 WINTER BREAK</b>			<b>\$7,879.60</b>
Spring 2011			
DESCRIPTION	HOURS	HOURLY RATES	COSTS
<b>Nursing Advisor</b>	160	\$63.29	\$10,126.40
10 hours/week X 16 weeks	Benefits	9.70%	\$982.26
<b>Directed Study in Nursing 3</b>	120	\$63.29	\$7,594.80
NCLEX Prep Course 60 hrs	Benefits	9.70%	\$736.70
Supplemental Clinical 60 hrs			
<b>College Support Services</b>	300	\$11.04	\$3,312.00
Student Worker 15 hrs/ week X 16 weeks	Benefits	No Benefits	
Student Tutor 60 hours			
<b>Learning Skills Workshop/Faculty Instructor</b>	8	\$63.29	\$506.32
Individualized/ Group Remediation	Benefits	9.70%	\$49.11
<b>TOTAL 2011 SPRING SEMESTER</b>			<b>\$23,307.59</b>

**Los Angeles Valley College**  
**County of Los Angeles-Department of Health Services**  
**Tutor Mentor Grant Program**

Exhibit B-8

<b>2011 Summer</b>			
<b>DESCRIPTION</b>	<b># OF HOURS</b>	<b>HOURLY RATES</b>	<b>COSTS</b>
Nursing Advisor	140	\$63.29	\$8,860.60
10 hours/week 14 weeks	Benefits	9.70%	\$859.48
Learning Skills Workshop/Faculty Instructor	70	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/ 14 week	Benefits	9.70%	\$429.74
<b>College Support Services</b>	240	\$11.04	\$2,649.60
Students Worker 15 hrs/ week X 15 weeks			
Student Tutors 5/hrs/ week X 6 weeks			
<b>Learning Skills Workshop/ Faculty Instructor</b>	8	\$63.29	\$506.32
Individualized/ Group Remediation	Benefits	9.70%	\$49.11
<b>TOTAL 2011 SUMMER SEMESTER</b>			<b>\$17,736.04</b>
<b>TOTAL PERSONNEL 2010/2011 FISCAL YEAR</b>			<b>\$71,454.58</b>
<b>FALL 2010/SPRING 2011/NON-PERSONNEL ITEMS</b>			
<b>ITEM</b>		<b>DESCRIPTION</b>	<b>AMOUNT</b>
Instructional Material FALL 2008		Testing & Assessment (\$65/170 students)	\$11,050.00
<b>TOTAL 2010 FALL SEMESTER</b>			<b>\$11,050.00</b>
Instructional Material SPRING 2011		Testing & Assessment (\$65/170 students)	\$11,050.00
Supplies		Med Supplies	\$278.42
<b>TOTAL 2011 SPRING SEMESTER</b>			<b>\$11,328.42</b>
<b>TOTAL 2010/2011 FISCAL YEAR NON-PERSONNEL</b>			<b>\$22,378.42</b>
<b>TOTAL PERSONNEL 2010/2011 FISCAL YEAR</b>			<b>\$93,833.00</b>

## **ATTACHMENT IX**

### **LOS ANGELES VALLEY COMMUNITY COLLEGE REGISTERED NURSING CURRICULUM OVERVIEW DESCRIPTION OF COURSES**

**July 1, 2009-through June 30, 2011**

#### **Math Peer Tutoring.**

This course offers nursing students the opportunity to receive supplemental assistance in the solving of dosage/ calculation problems. This course is mandatory for all nursing students not achieving a passing score of 85% on any dosage calculation quiz. However, the course is recommended to all of the Los Angeles Valley College nursing students. The course is taught by third semester nursing students who have demonstrated excellence in the solving of dosage calculation problems.

#### **NCLEX Review Course**

This course has been specifically designed to assist the RN candidate in achieving the goal of passing the NCLEX exam and attaining the outcome of being a licensed nurse. The course is offered to all nursing students attending Los Angeles Valley College and to nursing students from all surrounding community colleges. The course instructors are selected based upon their expertise in various areas of nursing.

#### **Supplemental Clinical Rotations**

This supplemental medical/surgical nursing course is designed to give students, at the basic and intermediate level of nursing, an additional clinical experience. The course is mandatory for students who are enrolled in a mandatory remediation, either for a theory or clinical failure. In addition, students identified as in need of supplemental clinical experience are highly encouraged to enroll. Evaluation tool for the supplemental clinical is attached.

#### **Physical Assessment**

This skills course provides individualized and group instruction to nursing students seeking to improve their skills in history taking, physical examination and data collection. For students enrolled in remediation, attending the skills lab is integrated into their individualized remediation plan.

## **Open Skills Lab**

This open skills lab is designed to assist students seeking self remediation for skills needed in the clinical setting. Many of the nursing skills required in the clinical setting are limited, due to time constraints, in the didactic setting and this forum provides a safe environment for students to practice psychomotor skills. Additionally, students in remediation are contracted to spend a prescribed amount of hours in the skills lab. Instruction in this setting is done individually and in groups.

## **Individualized Tutoring**

Individualized tutoring is designed to assist students who have failed a test or have been identified as at risk for failing a nursing course. In this forum, the instructor provides one to one instruction of course content, test review, test taking strategies and devise an individualized remediation plan to improve student outcomes. Individualized reviews are course specific.

## **Group Tutoring**

This group activity is designed to assist students who have failed a test or have been identified as at risk for failing a course. These activities are designed to be an interactive process whereby the students can seek clarification of course content or review testing content. These groups have been used when a large number of students have failed a specific course test. Each group review is course specific.



**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**

**Nurse Recruiter List**

***OFFICE OF NURSING AFFAIRS***

Vivian Branchick, RN – Chief Nursing Officer –  
Director of Nursing Affairs/[vbranchick@dhs.lacounty.gov](mailto:vbranchick@dhs.lacounty.gov)  
Grace Ibanez, RN – Nursing Director/ [gIbanez@dhs.lacounty.gov](mailto:gIbanez@dhs.lacounty.gov)  
Vacant- Assistant Nursing Director/  
Debi Popkins Farris, RN - Assistant Nursing Director/ [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov)  
313 North Figueroa, Room 904  
Los Angeles, CA 90012  
(213) 240-7702 / Fax# (213) 482-9421

***HARBOR-UCLA MEDICAL CENTER***

Susan Coover, RN. - Nurse Recruiter  
1000 West Carson Street, Main Unit-Room 1L2  
Torrance, CA 90509  
(310) 222-2512/ Fax: (310) 787-0065/ [scoover@dhs.lacounty.gov](mailto:scoover@dhs.lacounty.gov)

***HIGH DESERT HEALTH SYSTEMS***

Mary Lang, RN. – Nurse Recruiter  
44900 N. 60<sup>th</sup> Street West, Nursing Administration  
Lancaster, CA 93536  
(661) 945-8585/ Fax : (661) 940-3550/ [mlang@dhs.lacounty.gov](mailto:mlang@dhs.lacounty.gov)

***LAC+USC HEALTHCARE NETWORK***

Esperanza Perez, RN. – Nurse Recruiter  
1200 N. State Street, Room 1822  
Los Angeles, CA 90033  
(323) 226-4664/ Fax: (323) 226-2781/[esperez@dhs.lacounty.gov](mailto:esperez@dhs.lacounty.gov)

***MARTIN LUTHER KING, JR. / MULTI-SERVICE AMBULATORY CARE CENTER***

Katherine Cho, RN. - Nurse Recruiter  
12021 South Wilmington Avenue, Room, 5C21  
Los Angeles, CA 90059  
(310) 668-3626/ Fax# (310) 668-5232/ [katcho@dhs.lacounty.gov](mailto:katcho@dhs.lacounty.gov)

***RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER***

Rindy Stewart, RN. - Nurse Recruiter  
7601 E. Imperial Highway, Harriman Bldg., Rm. 156  
Downey, CA 90242  
(562) 401-7912/ Fax# (562) 803-6231/ [rlstewart@dhs.lacounty.gov](mailto:rlstewart@dhs.lacounty.gov)

***VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER***

Linda Kim-Fung, RN. – Nurse Recruiter  
14445 Olive View Drive, Nursing Education Center, Suite 212  
Sylmar, CA 91342  
(818) 364-3317/ Fax# (818) 364-3326/ [lkimfung@dhs.lacounty.gov](mailto:lkimfung@dhs.lacounty.gov)

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM  
EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 5

THIS AMENDMENT is made and entered into this \_\_\_\_ day  
of \_\_\_\_\_, 2009

by and between

COUNTY OF LOS ANGELES  
(hereafter "County"),

and

EAST LOS ANGELES  
COLLEGE, INC. (hereafter  
"Contractor")

WHEREAS, reference is made to that certain document entitled  
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EAST  
LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT", dated  
October 4, 1999, and further identified as County Agreement No.  
H-210896, between the County and EAST LOS ANGELES COLLEGE, INC.,  
and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to extend the term and to make other hereinafter  
designated changes; and

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective on August 1, 2009.

2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as follows:

"1. TERM AND TERMINATION:

A. The term of this Agreement shall October 19, 1999 and shall continue in full force and effect, unless sooner canceled or terminated as provided herein, to and including July 31, 2011."

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

"4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, and A-5, attached hereto and incorporated herein by reference."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY: Effective October 19, 1999 through July 31, 2001, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-1 and B-2, attached hereto and incorporated herein by reference.

During the period August 1, 2001 through July 31, 2003, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (245,000) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period August 1, 2003 through July 31, 2005, the maximum obligation of County for all services provided hereunder shall be Two Hundred Forty-Five Thousand Dollars (\$245,000), in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period August 1, 2005 through July 31, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

During the period August 1, 2007 through July 31, 2009, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.

During the period August 1, 2009 through July 31, 2011, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand



Dollars (\$245,000) in accordance with Exhibits B-11 and B-12, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, and A-5 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B11, and B-12, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-11 and B-12 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

5. Paragraph 6, COMPENSATION, shall be revised as follows:

"6. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of One Hundred Seventeen Thousand Dollars (\$117,000) will be made on or about September 1, 2009. The second payment of One Hundred Twenty-Eight Thousand Dollars (\$128,000) will be made on or about September 1, 2010."

6. Paragraph 10, CONFLICT OF TERMS, shall be revised to read as follows:

"10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, A-3, A-4, and A-5.
- B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, X, and XI."

7. Exhibits A-5, B-11, and B-12, and Attachments X and XI shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
John F. Schunhoff, Ph.D.  
Interim Director of Health Services

EAST LOS ANGELES COLLEGE, INC.  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION

DEPARMENT OF HEALTH SERVICE  
CONTRACTS AND GRANTS DIVISION

AMEND.ev:3/11/09

## EXHIBIT A-5

### DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

#### DESCRIPTION OF CONTRACTOR SERVICES

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide East Los Angeles College's (hereafter "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC's School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) Provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VI and incorporated herein, to all DHS Tutoring/and Mentoring Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning

ceremonies, semester “kick off” and nursing job fairs) and (7) the contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

## 2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

<u>REPORTING PERIOD</u>		<u>DUE DATE</u>
Summer 2009 Session	6/12/09 – 8/28/09	11/6/09
Fall 2009, 1 <sup>st</sup> Qtr.	8/31/09 – 10/24/09	
Fall 2009, 2 <sup>nd</sup> Qtr.	10/26/09 – 12/19/09	2/19/10
2010 Winter Session	1/5/10 – 2/5/10	
Spring 2010, 1 <sup>st</sup> Qtr.	2/8/10 – 4/10/10	4/23/10
2010 Spring Break	3/29/10 – 4/05/10	
Spring 2010, 2 <sup>nd</sup> Qtr.	4/12/10 – 6/5/10	9/10/10
Summer 2010 Session	6/7/10 – 8/28/10 *	
Fall 2010, 1 <sup>st</sup> Qtr.	8/30/10 – 10/23/10 *	11/05/10
Fall 2010, 2 <sup>nd</sup> Qtr.	10/25/10 – 12/18/10 *	2/18/11
2011 Winter Session	1/3/11 – 2/4/11 *	
Spring 2011, 1 <sup>st</sup> Qtr.	2/7/11 – 4/2/11 *	4/22/11
2011 Spring Break	4/4/11 – 4/09/11 *	
Spring 2011, 2 <sup>nd</sup> Qtr.	4/11/11 – 6/4/11 *	9/9/11
2011 Summer Session	6/6/11 – 8/26/11 *	

\*= Still need to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the ELAC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor’s name, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates employed by the Department of Health

Services and the status report of job placement of nursing graduates post one-year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-7 and B-8, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

### 3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at ELAC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75%) percent on any nursing course examination at ELAC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at ELAC, or 4) are otherwise identified or referred by ELAC school staffing representatives as needing academic assistance.

### 4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

## 5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment III-IV and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. Teaching Assistant(s)/Student Tutor(s): Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when

practicing clinical skills and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

E. Accounting: The Accountant will be in charge of overseeing and managing the budget of the Tutoring and Mentoring program, in addition to distributing checks and ensuring the appropriate staff is being paid as described in the budget. The Accountant will provide monthly expenditure reports and other documentation as needed by the Office of Nursing Affairs.

These positions are on a volunteer basis and are non-budgeted items at this time.



## EXHIBIT A-5

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1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide East Los Angeles College's (hereafter "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

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Spring 2010, 1 <sup>st</sup> Qtr.	2/8/10 – 4/10/10	
2010 Spring Break	3/29/10 – 4/05/10	4/23/10
Spring 2010, 2 <sup>nd</sup> Qtr.	4/12/10 – 6/5/10	
Summer 2010 Session	6/7/10 – 8/28/10 *	9/10/10
Fall 2010, 1 <sup>st</sup> Qtr.	8/30/10 – 10/23/10 *	11/05/10
Fall 2010, 2 <sup>nd</sup> Qtr.	10/25/10 – 12/18/10 *	
2011 Winter Session	1/3/11 – 2/4/11 *	2/18/11
Spring 2011, 1 <sup>st</sup> Qtr.	2/7/11 – 4/2/11 *	
2011 Spring Break	4/4/11 – 4/09/11 *	4/22/11
Spring 2011, 2 <sup>nd</sup> Qtr.	4/11/11 – 6/4/11 *	
2011 Summer Session	6/6/11 – 8/26/11 *	9/9/11

\*= Still need to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the ELAC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's name, the number of nursing graduates passing the NCLEX-RN exam the first

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B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

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resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will: \_\_\_\_\_

(1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

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These positions are on a volunteer basis and are non-budgeted items at this time.

County of L.A.-Dept. of Health Services  
East Los Angeles College  
Tutoring/Mentoring Grant Program  
From August 1, 2009 to July 31, 2010  
Summary of Project Costs (First Year)

Exhibit  
B-11

Summer 2009 Period Begins  
Fall 2009 - Academic Period Begins

August 1-23, 2009  
August 31, 2009 to December 29, 2009

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. &Ben.
<b>Nursing Advisor</b> (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
<b>Faculty Tutors</b> (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
<b>Student Workers</b> (130 hrs/mo.x 5mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176.00
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
<b>Total - Summer 2009 &amp; Fall 2009 Sessions</b>						<b>55,909.30</b>	<b>4,727.13</b>	<b>60,916.78</b>

Winter 2010 Period Begins  
Spring 2010 - Academic Period Begins

January 4 to February 7, 2010  
February 8 to June 4, 2010

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. &Ben.)
<b>Nursing Advisor</b> (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
<b>Faculty Tutors</b> (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
<b>Student Workers</b> (130 hrs/mo.x 5mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176.00
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
<b>Total - Spring 2008 Sessions</b>						<b>55,909.30</b>	<b>4,727.13</b>	<b>60,916.78</b>

Summer 2010 Period Begins

June 14- July 31, 2010

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. &Ben.
<b>Nursing Advisor</b> (48hrs/mo/1 3/4mos.)	84	63.29	5.45%	3.45	66.74	5,316.36	289.84	5,606.20
<b>Faculty Tutors</b> 106hrs./mox1 3/4mos.)	185.5	63.29	5.45%	3.45	66.74	11,740.30	639.85	12,380.14
<b>Student Workers</b> (130 hrs/mo.x 1 3/4mos.)	227.5	11.04	0.00%	0.00	11.04	2,511.60	0.00	2,511.60
<b>Total - Summer 2010 Sessions</b>						<b>19,568.26</b>	<b>929.69</b>	<b>20,497.94</b>

County of L.A.-Dept. of Health Services  
 East Los Angeles College  
 Tutoring/Mentoring Grant Program  
 From August 1, 2009 to July 31, 2010  
 Summary of Project Costs (First Year)

Exhibit  
B-11

Summer 2009 Period Begins  
 Fall 2009 - Academic Period Begins

August 1-23, 2009  
 August 31, 2009 to December 29, 2009

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. & Ben.
COST OF CONTRACT PERSONNEL & Employee Benefits - 2009-2010							\$142,331.50	
COST OF CONTRACT SUPPLIES - FIRST YEAR 2009-2010							<u>2,668.50</u>	
TOTAL COST OF CONTRACT - FIRST YEAR 2009-2010							<u><u>\$145,000.00</u></u>	

County of L.A.-Dept. of Health Services  
East Los Angeles College  
Tutoring/Mentoring Grant Program  
From August 1, 2010 to July 31, 2011  
Summary of Project Costs (Second Year)

Exhibit  
B-12

Summer 2010 Period Begins  
Fall 2010- Academic Period Begins

August 2-22, 2010  
August 30, 2010 to December 29, 2010

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
<b>Nursing Advisor</b> (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
<b>Faculty Tutors</b> (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
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Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
<b>Total - Summer 2009 &amp; Fall 2009</b>						<b>55,909.30</b>	<b>4,727.13</b>	<b>60,916.78</b>

Winter 2011 Period Begins  
Spring 2011 - Academic Period Begins

January 3 to February 6, 2011  
February 7 to June 3, 2011

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. & Ben.)
<b>Nursing Advisor</b> (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
<b>Faculty Tutors</b> (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
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Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
<b>Total - Spring 2011 Sessions</b>						<b>55,909.30</b>	<b>4,727.13</b>	<b>60,916.78</b>

Summer 2011 Period Begins

June 13- July 31, 2011

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
<b>Nursing Advisor</b> (48hrs/mo/1 3/4mos.)	84	63.29	5.45%	3.45	66.74	5,316.36	289.84	5,606.20
<b>Faculty Tutors</b> 106hrs./mox1 3/4mos.)	185.5	63.29	5.45%	3.45	66.74	11,740.30	639.85	12,380.14
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County of L.A.-Dept. of Health Services  
East Los Angeles College  
Tutoring/Mentoring Grant Program  
From August 1, 2010 to July 31, 2011  
Summary of Project Costs (Second Year)

Exhibit  
B-12

Summer 2010 Period Begins  
Fall 2010- Academic Period Begins

August 2-22, 2010  
August 30, 2010 to December 29, 2010

COST OF CONTRACT PERSONNEL & Employee Benefits - 2010-2011	\$142,331.50
COST OF CONTRACT SUPPLIES - FIRST YEAR 2010-2011	<u>2,668.50</u>
TOTAL COST OF CONTRACT - FIRST YEAR 2010-2011	<u><u>\$145,000.00</u></u>

## ATTACHMENT X

### East Los Angeles College

### Department of Nursing

Los Angeles County, DHS Mentoring Program

List of Supplemental Curriculum Courses

August 1, 2009 Through June 30, 2011

1. Dosage Calculation-  
Review of mathematical computations.
2. LVN-RN Overview-  
Role transition from LVN to RN.
3. Cardiac Assessment-  
Review assessment techniques, landmarks, physical examination, and subjective & objective data gathering.
4. Pharmacology Review- Medication administration, pharmacokinetics, actions, adverse effects, and safe dosage calculation.
5. Electrolyte Review- Review Acid-Base Imbalance.
6. Nursing Assessment- Review of Head to toe assessment or focus assessment.
7. Medication Administration- Review of the five rights, proper medication preparation of medications, and assessment of student's manual dexterity.
8. Nursing Process Review- Review of all components of the nursing process: Assessment, Diagnosis, Planning, Intervention, and Evaluation.
9. Integumentary Review- Review on assessment of skin, and pathophysiology of skin conditions.
10. Anxiety Disorders Review- Review on anxiety disorders, assessment, pathophysiology, diagnostic tests, and treatments.

11. Neurology Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
12. Hematology Review- Review on bleeding disorders, assessment, pathophysiology, assessment, diagnostic tests, and treatment.
13. Renal Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
14. Respiratory Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
15. Mood Disorders- Review on assessment, pathophysiology, diagnostic tests, and treatments.
16. Communication/ Process Recording- Review on effective communication written or oral. Significance of documentation.
17. Concept Mapping- Learning process by which a students learns to outline an illness by utilizing the systematic method of concept mapping.
18. Nursing Fundamentals Review- Overview of content covered in the nursing fundamentals, beginning with the history of nursing, it's evolution, and current standards of care.
19. Eyes & Ears Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
20. Endocrine Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
21. Diabetes Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
22. Nursing Process/Care Plan Review- Review on how to develop a nursing care plan.
23. Gastrointestinal Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
24. Dysrhythmias Review- Review on identifying dysrhythmias, etiology, and treatment(s).

25. Intravenous Dosage Calculations- Review Intravenous fluids, indications, calculations, and conditions.
26. Clinical Skills Review- Overview of clinical skills utilized in the clinical setting such as, IV management, medication administration, indwelling catheter placement, NG tube insertion, etc.
27. Pediatric Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
28. Women's Health Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
29. Mental Health Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
30. Test Taking/ Study Skills Review- Review on study skills, time management, lecture note taking, outlining a textbook, and test taking skills; dissecting questions, identifying the stem or root of the question(s).
31. Crisis & Substance Abuse- Review on assessment, pathophysiology, diagnostic tests, and treatments.
32. ABG Analysis- Review of arterial blood gases, indications, acid-base imbalances, and interpretations.
33. Defense Mechanisms- Review on assessment, pathophysiology, diagnostic tests, and treatments. Review of coping mechanisms.
34. OB/GYN Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.



**LOS ANGELES COUNTY  
DEPARTMENT OF HEALTH SERVICES**

**Nurse Recruiter List**

***OFFICE OF NURSING AFFAIRS***

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Vacant- Assistant Nursing Director/  
Debi Popkins Farris, RN - Assistant Nursing Director/ [dpopkins@dhs.lacounty.gov](mailto:dpopkins@dhs.lacounty.gov)  
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***HIGH DESERT HEALTH SYSTEMS***

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***LAC+USC HEALTHCARE NETWORK***

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***RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER***

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***VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER***

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